

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 10/20/16

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL
ANNOUNCES
AN OPEN-COMPETITIVE EXAMINATION FOR

HEAD AUTOMOTIVE REPAIRER

EXAMINATION#69-843

HEAD AUTOMOTIVE REPAIRER Saratoga County Department of Public Works. The results of this eligible list will be used to fill other vacancies as they occur under the jurisdiction of the Saratoga County Personnel Department.

SALARY: \$22.7889/hour

LAST DAY TO FILE IS DECEMBER 7, 2016

DATE OF THE EXAMINATION IS JANUARY 21, 2017

NOTICE: RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: An examination fee of \$10.00 (residents and non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Check or money order only.** \$20 returned check fee. **Please make checks payable to the Saratoga County Treasurer's Office.** The \$10 fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "minimum qualifications" section of the examination announcement and file for only those examinations for which you are clearly qualified.

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work which involves responsibility for the planning, organizing, and supervising of vehicle and equipment maintenance in the Public Works Garage. Some personal participation in repair and/or maintenance activities as well as other related work may be required. The work is performed under the general supervision of a higher level DPW administrator with considerable leeway for the exercise of independent judgment in completing assignments. Direct supervision is exercised over a number of skilled and semi-skilled subordinates. Does related work as required.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Automotive Mechanics or a related field and three years of experience as a skilled automotive mechanic, two years of which shall have been at the supervisory level; OR

(B) Graduation from high school or two (2) year technical automotive school and five years of experience as a skilled automotive mechanic, two of which shall have been at the supervisory level;

NOTE: Candidates with a Bachelor's or Master's Degree in the defined degree areas will be accepted but must also meet the years of experience and supervision as stated above in (A).

THE WRITTEN TEST will be designed to measure knowledge, skills and/or abilities in such areas as:

1. Maintenance and repair of motor vehicles. These questions test for knowledge of the operating characteristics of the various mechanical and electrical components of motor vehicles and diagnostic practices involved in the maintenance and repair of these components.

2. Operation, maintenance, and repair of automotive, truck, and heavy highway maintenance equipment. These questions test for knowledge of the operating characteristics of various components of automotive and heavy motor vehicle equipment and the proper maintenance and repair procedures to use on this equipment.

3. Tools and test equipment used in the maintenance of automotive equipment. These questions test for knowledge of the correct procedures to use when checking, maintaining, and repairing automotive equipment, including the proper and safe use of various tools, instruments, circuit testers, and similar types of mechanical and electrical test and repair equipment.

4. Maintenance and repair of mechanically and electronically controlled internal combustion engines. These questions test for knowledge of the technical operating characteristics of internal combustion engines, including the ability to troubleshoot symptoms of poor operation and to diagnose and repair typical mechanical or electrical system problems, including computer controlled systems.

5. Supervision. These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at:
www.cs.ny.gov/testing/localtestguides.cfm

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

NOTICE TO CANDIDATES: "UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. **USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

Devices with "Typewriter Keyboards," "Spell Checkers," "Personal Digital Assistants," "Address Books," "Language Translators," "Dictionaries," or any similar devices are **prohibited**.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 85a OF THE CIVIL SERVICE LAW: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deal with the rating of examinations will apply.

APPLICATIONS: You may get application forms by writing or down loading from our website at www.saratogacountyny.gov, or phoning 518-885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020.

Time and place of the examination will be mailed to approved candidates one week before the date of the examination.